

# Proposal for Additional Audit Procedures

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

We are writing to propose additional audit procedures for the upcoming audit period to enhance the reliability of financial reporting and address specific areas of concern that have come to our attention.

## Proposed Additional Audit Procedures

- Review of [specific area] for completeness and accuracy.
- Additional sampling of transactions from [time period] to verify compliance.
- Assessment of internal controls surrounding [specific process].

We believe that these procedures will provide valuable insights and further assurance regarding your financial statements. The estimated timeline for completion is [insert timeline].

We appreciate your consideration of this proposal and look forward to discussing it further. Please feel free to reach out if you have any questions or require additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]